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# Special Events Permit

**Applications do not constitute a permit. A complete application must include all documentation, maps, and licensing required. Permits are reviewed and issued by the Town of Mt. Crested Butte Events Coordinator in conjunction with town departments affected.**

A Mt. Crested Butte Special Events Permit is required for all events hosted within the town limits, public or private, that meet any of the below criteria\*:

- Major Impact Event (MIE) - An MIE is defined by the Town of Mt. Crested Butte as having 400+ people in attendance (this includes guests, vendors, employees, and volunteers)
- Attracts more than 40 motor vehicles to the town
- Closes off any or all portions of a parking lot
- Diverts bus traffic
- Diverts normal traffic patterns\*\*
- An event that will have amplified sound within 100 yards of a business or residence
- An event in a public or private setting that charges for admission, registration or a ticket to gain entry
- An event that is serving or selling alcohol or has been issued a Special Events Liquor License

*\*Weddings occurring at a commercial or municipal property are exempt from the Special Events Permit.*

*\*\*Road Closure only requests are exempt from the Special Events Permit but must fill out a [Town of Mt. Crested Butte Road Closure Request Form](#) to obtain temporary or prolonged closure permissions.*

A complete application must be submitted to the Town no later than 30 days prior to the event start date. **A complete application must include all documentation, maps, and licensing required. Incomplete applications will not be accepted.**

**NON-PROFIT OR POLITICAL SPECIAL EVENT LIQUOR LICENSE.** Only non-profit events or political events can serve or sell liquor, wine, or beer under a Special Event Liquor License. If your event will be serving or selling liquor, wine, or beer you are **required** to apply for a [Special Event Liquor License\\*](#) from the Mt. Crested Butte Town Clerk's office. **\*This is a separate application and permit. If this applies to your event, proof of submittal of this application is required to apply for the Mt. Crested Butte Special Event Permit.**

**TEN-DAY MAXIMUM.** A Special Events Permit allows an event to last up to 10 days. If the applicant wants it to extend beyond that time, permission must be requested and granted from the Town Manager of Mt. Crested Butte.

**IMMEDIATE CESSATION ALLOWED TO PROTECT PUBLIC HEALTH, SAFETY, AND WELFARE.**

The Town shall have the right to require immediate cessation of the event without a prior hearing if the Town determines it is appropriate for the protection of public health, safety, and welfare. Such right may be exercised by Town Staff or the Mt. Crested Butte Police Department.

**The Town shall have the right to enforce the immediate cessation of any event meeting the previous mentioned criteria that do not hold a Town of Mt. Crested Butte Special Events Permit.**

**MT. CRESTED BUTTE SPECIAL EVENTS PERMIT APPLICATION**

1. Name of Event: \_\_\_\_\_

2. Date(s) of Event: \_\_\_\_\_

3. Name of Organization Holding the Event ("Permittee"): \_\_\_\_\_

*Note: The permittee of an event must be the same as the named insured on the insurance binder.*

4. Name of Event Organizer: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

5. Name of Assistant or Co-Organizer (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

6. Mailing Address of Organization Holding the Event: \_\_\_\_\_

\_\_\_\_\_

Email Address of Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

7. Detailed Event Description (please attach an event schedule or run of show if applicable):

Event or Run of Show Schedule attached

8. Event Location. Please attach an 8 ½ X 11 diagram/map that details the following (as applicable):

- |                     |            |           |
|---------------------|------------|-----------|
| ✓ Location of event | ✓ Security | ✓ Fencing |
| ✓ Entrances & Exits | ✓ Toilets  | ✓ Booths  |
| ✓ Tents             | ✓ Tables   | ✓ Stage   |
| ✓ Vendors           | ✓ Signage  | ✓ Other   |

**Event Map attached**

9. Event Set-Up Time & Date: \_\_\_\_\_

10. Event Break Down Time & Date (what time will the property be returned to the way it was prior to the event):

\_\_\_\_\_

11. Event Start Date & Time: \_\_\_\_\_

12. Event End Date & Time: \_\_\_\_\_

13. Please describe any pre-and post-activity, dates and times related to your event. Describe what set-up and take-down includes. You will be responsible for restoring all property within town limits to the way you found it.

14. Expected Numbers of:

Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_ Vendors: \_\_\_\_\_ Employees/Volunteers: \_\_\_\_\_

15. Proof of General Commercial Liability Insurance naming the Town of Mt. Crested Butte as additional insured, with coverage of no less than \$1,000,000 is **required** for all special events. Events selling alcohol also require Liquor Liability Insurance (**please note, your application cannot be approved until we receive proof of insurance**). *Contact the Town Clerk's Office if you would like to receive an insurance quote through the Town's Insurance Provider.*

Is proof of insurance included?

- Yes  No

If no, please explain:

16. Will alcohol be sold or served at this event?

- Yes  No

If yes,

- And the property owner does not hold a valid liquor license or does not plan to be the entity serving the alcohol, a Special Event Liquor License is required by the State of Colorado for your event.
- All persons serving alcohol are required to hold a TIPS training certification.
- All events serving alcohol require food to be included or available for purchase.
- All events serving alcohol must have required signage by the State and Town posted for the duration of the license.
- Proof of submittal or approval of a Special Event Liquor License Application is required when applying for this permit.

- Please check this box to signify that you have read and understand the above regulations regarding serving and selling alcohol at your event.

**You MUST submit a separate application for a [Special Event Liquor License](#) to the Town Clerk, Tiffany O’Connell ([toconnell@mtcb.colorado.gov](mailto:toconnell@mtcb.colorado.gov)) at least 45 days prior to the event to ensure adequate time to comply with Colorado State regulations.**

- Proof of submittal of a Special Event Liquor License Application to the Mt. Crested Butte Town Clerk is attached
- Proof of approval of Special Events Liquor License is attached

17. If you are not serving alcohol at your event a minimum of 1 toilet facility per 100 people is required. If you are serving alcohol at your event a minimum of 1.5 toilet facilities per 100 people is required.

Public or common-use toilets shall comply with the Federal Americans with Disabilities Act accessibility guidelines, which require that five percent of the total number, no less than one toilet facility per each cluster of toilet facilities, must be accessible to guests with disabilities.

If you plan to use any Treasury Center services, please attach their approval and description of approved services to this application.

- Treasury Center approval attached

Describe plan for portable toilets and/or restrooms:

**18.** Will there be amplified sound at the event?

Yes

No

If yes, please describe:

**19.** All Major Impact Events and events that receive a Special Event Liquor License are required to have a security plan. Describe your plan for security:

20. Will there be signs or banners for your event outside of the event perimeter?

- Yes  No

If yes, please contact Leah Desposato in the Community Development Department, at [lidesposato@mtcb.colorado.gov](mailto:lidesposato@mtcb.colorado.gov) to confirm with Mt. Ceresetd Butte's sign code regulations.

**Sign confirmation requests must be received no less than 30 days prior to the event.**

- Sign Permit or Community Development Department approval is attached

21. All events are required to have a plan for handling recycling and refuse during the event and the removal of recycling and refuse after the event. Describe your detailed plan for trash, recycling, and clean-up. Please note that any plan should emphasize increased recycling and decreased waste production. If you feel that your event will require assistance from a waste or recycling company, please contact the Town's provider Waste Management at (970) 349-1033 or another local service provider. Please be detailed in your plan. If you plan to use any Treasury Center services, please attach their approval and description of approved services to this application.

**Please note that any event application without a detailed recycling and refuse plan will not be accepted as a complete application.**

22. How much trash do you anticipate generating at the event? \_\_\_\_\_

23. What recyclable products will be generated at the event? \_\_\_\_\_

24. Describe your event parking plan in detail:

25. Will your event require any parking lot closures?  
 Yes  No

If Yes, Explain:

26. Is your event requesting any additional services from the Town of Mt. Crested Butte (such as barricades, irrigation system plumbing locates, utility locates, traffic control, snow removal, electrical power, additional police etc.)?  
 Yes  No

If yes, explain request for services in detail:

27. Will your event require any road closures?  
 Yes  No

If yes, please fill out and attach a Town of Mt. Crested Butte [Road Closure Request Form](#).

28. Will your event impact bus service, routes, or capacity?  
 Yes  No

*Please contact Mountain Express at 970-349-5616 and the Gunnison RTA at 970- 641-4111 if your event will impact bus service (more riders, diverting of bus route, road closures, utilization of the bus loop in Mt. Crested Butte, etc.)*

If Yes, Explain Impact:

29. Describe your plan for notifying businesses and neighbors impacted by your event:

**30.** Please describe your plan for emergency services. Identify how emergency services will be provided based on the projected number of participants, the location of the event, access to the event, and the nature of the event.

Additionally, you are required to apply for a [Special Events Permit with the Crested Butte Fire Department](#). Please contact them directly with any questions regarding their application at 970-349-5333.

I have submitted a Special Events Permit Application to the Crested Butte Fire Department

**31.** Will your event charge a registration, ticket, or admission fee?

Yes  No

*If yes, and your event will be selling a ticket to or charging an admission or registration fee you will need to collect and remit the Town of Mt. Crested Butte's 4% Admission's Tax.*

**32.** Will you be selling products (food, drink, or merchandise) at your event?

Yes  No

*If yes, you and/or vendors selling goods must hold a Sales Tax License with the Town of Mt. Crested Butte, and collect and remit all appropriate sales tax, including the 5% Mt. Crested Butte Sales Tax.*

Proof of Organization's Sales Tax License with the Town of Mt. Crested Butte  
 Proof of communication of Sales Tax Collection to vendors attached

*Town of Mt. Crested Butte Sales Tax applications can be submitted on their [MUNIREvs](#) website. Please contact town Deputy Finance Director at [finance@mtcb.colorado.gov](mailto:finance@mtcb.colorado.gov) with questions.*

**33.** Will pets be allowed at your event?

Yes  No

*If yes, please describe how you plan to enforce a strict leash law and ensure that no one gets hurt.*



Additional Applicant Comments:

A large, empty rectangular box with a thin black border, intended for the applicant to provide additional comments. The box is currently blank.

Please note that based on your application Town Staff may have additional requirements that will need to be fulfilled prior to approval and issuance of a Mt. Crested Butte Special Event Permit.

**Please Review Carefully:**

In consideration for being permitted by the Town to engage in the permitted event, the Permittee, its heirs, successors, executors, assigns, transferees, employees, officers, directors, members, managers, representatives, contractors, subcontractors, agents, assigns, guests and invitees (collectively, the "Releasor/Indemnitor") hereby acknowledge and agree to the following: (i) Releasor/Indemnitor assume all risk of injury, loss or damage to Releasor/Indemnitor, any of them, arising out of or in any way related to the permitted event, whether or not caused by the act or omission, negligence or other fault of the Town, or by any other cause; (ii) Releasor/Indemnitor waive and release the Town from any and all claims, demands and actions for injury, loss or damage arising out of or in any way related to the permitted event, whether or not caused by the act or omission, negligence or other fault of the Town, or by any other cause; (iii) Releasor/Indemnitor agrees to defend, indemnify and hold harmless the Town from and against any and all liability, claims, damages and demands, including any third party claim asserted against the Town, on account of injury, loss or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, arising out of or in any way related to the permitted use, whether or not caused by the act or omission, negligence or other fault of the Town, or by any other cause. For purposes hereof, the term "Town" shall include, individually and collectively, its officers, employees, agents, insurers, insurance pools, contractors and subcontractors. By signing this Special Event Application, the Permittee acknowledges and agrees that this assumption of risk, waiver and indemnity extends to all acts, omissions, negligence or other fault of the Town and that said assumption of risk, waiver and indemnity is intended to be as broad and inclusive as is permitted by the laws of the State of Colorado. If any portion hereof is held invalid, it is further agreed that the balance shall, notwithstanding such invalidity, continue in full legal force and effect.

The undersigned Permittee certifies that all the statements and answers to the above questions are true without any reservations or evasions. The undersigned also understands that the Town of Mt. Crested Butte reserves the right to require payment for additional services for major impact events.

_____	_____	_____
Print Name	Signature of Applicant (Permittee)	Date
Application Approved: _____		
	Rebecca Gagne, Events Coordinator	_____
		Date

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**Internal Processing Only**

Town Manager Approval _____	
Public Works _____	Police Department _____
Town Clerk _____	Fire Department _____

## Town of Mt. Crested Butte Special Event Permit Application Fees

### SPECIAL EVENT PERMIT APPLICATION FEES:

- **Special Events Permit Application Fee:** FREE
- **Refundable Event Clean-Up Deposit Fee:** \$200 \*All events held on Town of Mt. Crested Butte owned or managed property are required to submit a refundable clean-up deposit. Upon final event inspection (at the end of your event/clean-up/breakdown), the town will refund the Event Clean-Up Deposit Fee within 30 days of the event date end. If you are unsure if your event is located on Town of Mt. Crested Butte owned or managed property, please contact Rebecca Gagne @ [RGagne@mtcb.colorado.gov](mailto:RGagne@mtcb.colorado.gov)
- **Special Event Late Application Fee:** \$100 \*\**Applications submitted less than 30 days prior to the start of their event will incur a late fee to be remitted with the submittal of application.*
- **Special Event Without a Permit Minimum Fee:** \$1000/day \*Fees may increase depending on the town services needed. Town services are described as but not limited to, any Police or Fire Department needs, any Public Works or Maintenance needs, and any effects that may be made to our roads, public parking or public spaces.

### OTHER STATE OF COLORADO & TOWN OF MT. CRESTED BUTTE APPLICATION FEES:

All applications below are separate applications from this Special Events Permit Application and are to be submitted to appropriate department.

- [Special Event Liquor License Application](#) Fee \$100
- [Sales & Admissions Tax License Application](#) Fee – FREE
- [Special Events Permit with the Crested Butte Fire Department](#) Fee - FREE

### SPECIAL EVENT CHECKLIST

Before submitting your application, please make sure to complete the application form and the following additional forms as attachments if necessary:

- ✓ Detailed event description, Run of Show, or Event Schedule (#7)
- ✓ An 8 ½ x11 diagram/map of your event location (#8)
- ✓ Proof of submittal or approval of a [Special Event Liquor License Application](#) (#16)
- ✓ Proof of General Commercial Liability Insurance naming the Town of Mt. Crested Butte as the additionally insured (#15)
- ✓ Requested any additional services from the Town of Mt. Crested Butte needed (#24)
- ✓ [Road Closure Permit Request Form](#) (#25)
- ✓ Contacted Mountain Express & RTA if your event impacts bus services (#26)
- ✓ Proof of a Town of Mt. Crested Butte [Sales Tax Application](#) or License attached (#29& #31)
- ✓ Proof of communication of Sales Tax License to vendors attached ( #31)
- ✓ Submitted a [Special Events Permit with the Crested Butte Fire Department](#) (#29)
- ✓ Check made out to “Town of Mt. Crested Butte” for any required fees of this permit

Submit your completed application along with additional provisions to Rebecca Gagne, Events Coordinator at [rgagne@mtcb.colorado.gov](mailto:rgagne@mtcb.colorado.gov).